



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

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TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **DANIEL WEBSTER ELEMENTARY SCHOOL AFTER-SCHOOL
ENRICHMENT PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Daniel Webster Elementary School (Webster or Agency), a subcontractor of the Los Angeles County Office of Education (LACOE), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through April 2004. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

Background

The Department of Public Social Services (DPSS) contracts with LACOE to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in Los Angeles County school districts outside of the Los Angeles Unified School District. LACOE administers after-school programs, which incorporates educational, recreational and enrichment activities at elementary school sites with a high enrollment of CalWORKs children. LACOE subcontracts with school districts and non-profit organizations to provide ASEP at 81 school sites. Webster is one of the 81 school sites that provide ASEP using staff from the Pasadena Unified School District. Webster is located in the Fifth District.

Webster is paid a negotiated rate of \$10 to \$20 per student per session based on the number of hours of each session. For Fiscal Year (FY) 2003-04, LACOE paid Webster approximately \$73,000.

"To Enrich Lives Through Effective and Caring Service"

Purpose/Methodology

The purpose of the review was to determine whether Webster provided the services outlined in their contracts with LACOE and DPSS. We also evaluated Webster's ability to achieve planned service and staffing levels. Our monitoring visit included a review of the Agency's invoices, weekly activity schedules, student attendance records, personnel and payroll records, and interviews with staff and students.

Results of Review

Webster is providing the services outlined in its contract. Webster's monthly student enrollment did not significantly vary from its planned service levels. Webster maintains documentation to support the services billed to DPSS and employs the appropriate number of staff to perform those services. In addition, the students interviewed stated that they enjoyed the program and participated in various activities, including reading, writing, computer, homework assistance, music and recreation.

However, two staff did not meet the contract qualification requirements. Specifically, one did not obtain a tuberculosis (TB) test and both did not obtain a fingerprint clearance. After informing the Agency and LACOE of these conditions, the staff obtained a TB test and fingerprint check clearances.

The details of our contract compliance review, along with recommendations for corrective action, are attached.

Review of Report

We notified DPSS of the results of our review and discussed our report with Webster and LACOE representatives. LACOE management agreed with the report's findings and will provide a corrective action plan to DPSS within 30 days.

We thank Webster for their cooperation during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1122.

JTM:DR:DC

Attachment

c: David E. Janssen, Chief Administrative Officer
Department of Public Social Services
Bryce Yokomizo, Director
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division
Sheri Lewis, HSA III, Child Care Program Section
Darline P. Robles, Ph.D., Superintendent, Los Angeles County Office of Education
Sharon Lefler, Principal, Daniel Webster Elementary School
Violet Varona-Lukens, Executive Officer
Public Information Office
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT
AFTER-SCHOOL ENRICHMENT PROGRAM
FISCAL YEAR 2003-2004
DANIEL WEBSTER ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Daniel Webster Elementary School (Webster or Agency) billed the Los Angeles County Office of Education (LACOE) for valid and authorized contract services.

Verification

We interviewed the after school program supervisor and reviewed the Agency's student attendance records and weekly activity schedules. We also observed students receiving snacks and participating in reading, writing, homework help, and recreational activities during the After School Enrichment Program (ASEP).

Results

No exceptions. We reconciled the names of the student that Webster billed LACOE to Webster's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

Recommendations

There are no recommendations in this section.

PARTICIPANT VERIFICATION

Objectives

Determine whether Webster provided ASEP services to only eligible students.

Verification

From the March 2004 invoice, we interviewed ten students to confirm that they received a daily snack and participated in various activities as shown in the ASEP weekly activity schedules. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System (GEARS) and Single Index System.

Results

The students interviewed stated that they enjoyed the program and participated in various activities, including reading, writing, computer, homework assistance, music and

recreation. However, 2 (20%) of 10 students interviewed were not eligible to participate in ASEP according to the Single Index System. LACOE based its billings on information reported on the Single Index System's Case Inquiry/Person screen (Screen #1), which indicated that the student was eligible for service. However, the Single Index System's Case Summary screen (Screen #2) reported that the students were not eligible. This issue is the result of inconsistent information provided by the County's Single Index System. Therefore, we referred this issue to DPSS management for further review and will not recommend any corrective action for the Agency at this time.

Recommendations

There are no recommendations in this section.

STAFFING LEVELS

Objective

Determine whether Webster's staff-to-students ratio does not exceed 1:20 ratio as required by the Department of Public Social Services (DPSS)' contract with LACOE.

Verification

We interviewed the program supervisor and reviewed Webster's timekeeping records for the staff assigned to ASEP. We also observed ASEP staff working with students during ASEP.

Results

No exceptions. The staff-to-students ratio does not exceed 1:20. On May 13, 2004, we made an unannounced visit to Webster and observed six staff working with 76 students.

Recommendations

There are no recommendations in this section.

STAFFING QUALIFICATIONS

Objective

Determine whether the Agency's staff meet the qualifications as required by the DPSS' contract with LACOE. The contract requires that teachers maintain appropriate credentials and that other staff possess a high school diploma. All staff assigned to work with students must obtain a background clearance, including fingerprint check and tuberculosis (TB) test.

Verification

We selected one teacher and four program staff. We reviewed the California Department of Education's website to confirm that the teacher possesses current teaching credentials. We also reviewed the personnel files for the four program staff to verify whether they possess a high school diploma and proper background clearance.

Results

The teacher possesses the appropriate credentials and other staff possess a high school diploma. Of the four program staff, two did not meet the contract qualification requirements. Specifically, one did not obtain a TB test and both did not obtain a fingerprint clearance.

After informing the Agency and LACOE of these conditions, the staff obtained a TB test and fingerprint check clearances. We recommend that LACOE management ensure that its ASEP staff meet the required contract qualifications.

Recommendation

1. **LACOE management ensure that its ASEP staff meet the required contract qualifications.**

SERVICE LEVELS**Objectives**

Determine whether Webster's reported service levels significantly varied from its planned service levels of 32 students per month.

Verification

We obtained the number of students receiving services at Webster from the Agency's invoices and compared the numbers against the planned service levels.

Results

Webster's actual service levels did not significantly vary from their planned service levels. During our review period, Webster provided services to an average of 28 students per month. It should be noted that LACOE is in the process of reviewing actual service levels of all school sites providing ASEP and will adjust Webster's planned service levels, if needed.

Recommendations

There are no recommendations for this section.